

County Librarian



Selection Process

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. **Note: A background investigation will be completed on the candidates recommended for this position.**

To Be Considered

Highly qualified candidates are invited to submit a cover letter, comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position, verification of degrees, and current salary information. Submission should include the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Experience section of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

Please submit resume packages to the following e-mail address: **ExecutiveRecruitment@hr.lacounty.gov** and indicate the position title of **County Librarian** in the subject line of your e-mail. First consideration will be given to candidates who apply on or before July 24, 2015.

Confidential inquiries welcomed to:
BILL DUKES
County of Los Angeles
Department of Human Resources
Talent Solutions Division
500 W. Temple Street, Room 555
Los Angeles, CA 90012
213.974.2454
wdukes@hr.lacounty.gov

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

VOLUNTARY STATE AND FEDERAL INFORMATION

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. All newly hired County of Los Angeles employees must sign a statement (Form SSA- 1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.



**Make the County of Los Angeles
Your Employer of Choice**



The County of Los Angeles invites resumes for



County Librarian

Annual salary: \$175,228 — \$265,222 (MAPP range R19)

Filing period: June 24, 2015 until position is filled





The County

With a population of over ten million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world renowned museums, theaters, the nation’s motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world’s finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a non-partisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are 34 appointed department heads that report to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff) for a total of 37 major administrative units or departments that currently serve the needs of the County’s residents.

Selected by Forbes Magazine as one of America’s Best Employers of 2015, the County’s annual budget for fiscal year 2015-2016 is \$26.9 billion, with funding for approximately 106,000 positions to serve its diverse population.

Public Library

The County of Los Angeles Public Library is one of the major libraries of our nation, a center of learning and community engagement, providing library service to over 3.5 million residents living in unincorporated areas and to residents of 50 of the 88 incorporated cities of Los Angeles County, with services extending over 3,000 square miles.

The Public Library, established in 1912 under the County Free Library Act, is a special fund department operating under the authority of the County Board of Supervisors. The Library’s annual budget for 2015-16 is over \$154 million, with funding for 1,392 positions.

The Public Library’s strategic plan establishes a roadmap for sustaining the Department’s leadership as a 21st century library. The Department will continue to construct new libraries and refurbish aging library buildings with sustainable design features that

- incorporate **self-service models**;
- cultivate **creativity**;
- develop **civic engagement**;
- affirm the library as a **center for learning**; and
- expand and support **emerging technologies** and **digital content**.

The County Librarian

The County Librarian directs the County of Los Angeles Public Library with full responsibility for visionary planning and implementation of programs and materials collections that provide comprehensive library services to residents of the institutions, cities, and unincorporated areas served by the County Public Library. In that role, the County Librarian oversees a nationally recognized library system, where innovation and creativity are encouraged and rewarded.

From the Los Angeles County Public Library headquarters, the County Librarian directs planning and implementation of emergent technologies and virtual services, by leading continuous improvements in organizational staffing, work processes, and management information systems of the Public Library.

Setting the direction for all public service operations of the Public Library and enabling staff serving through 86 community libraries, three bookmobiles, and a robust virtual library, the County Librarian is effective in meeting the service expectations of a highly diverse customer population.

The County Librarian serves to maintain an effective service relations program with the more than 51 incorporated cities and various unincorporated communities served by the Public Library. He or she promotes effective use of volunteer workers to enhance the services of Public Library employees; promotes strong, effective Friends of the Library groups and a Library Foundation, and meets regularly with the County of Los Angeles Public Library Commission and acts in concert with Commissioners’ advice.

Qualifying Experience

Graduation from a graduate library school program accredited by the American Library Association.

Demonstrated knowledge of principles and practices of public administration, including county government and the laws applicable to library services in California.

Demonstrated knowledge, skill and ability required in managing or assisting in the management of a large library system. Such management includes directing budget, personnel, affirmative action employment, productivity enhancement, fiscal, finance, supply, and other administrative functions, as well as line library functions. Skills in public relations as demonstrated by having held positions which require establishing and maintaining support and cooperation of various public officials, commissions, agencies, community groups, and private organizations.

A California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

U.S. citizenship is required for appointment to this position.

In addition to these capabilities, the County Librarian should have as many as possible of the following characteristics and capacities:

- Sustained success in directing a metropolitan library system which includes regional and community libraries, mobile and institutional libraries, technical library services, and computer information systems.
- Demonstrated ability to assess the library services of diverse communities and geographic areas and knowledge of the effect demographic changes have on library service needs.
- A track record of success in the strategic planning of library services and marketing techniques to track population needs.
- Knowledge and adaptation of alternative finance mechanisms, including privatization and entrepreneurship.
- A history of successful collaboration in intra-governmental relations at the local, state, and federal levels.
- Knowledge and proven experience in techniques of organizational analysis required to identify and evaluate functions and to assess systems and human resources necessary to carry out such functions.

Compensation

ANNUAL SALARY: \$175,228 — \$265,222 (MAPP RANGE R19)
This position is subject to the provisions of the County’s Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate’s qualifications and current salary.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California. If the candidate is a “new member” of the County’s defined benefit plan (LACERA) on or after January 1, 2013, that person’s pensions will be limited under the Public Employees Pension Reform Act (PEPRA) unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 19% of the employee’s monthly salary.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- **Holidays** – Eleven paid days per year.
- **Transportation Allowance** – A monthly transportation allowance of \$559.
- **Split Dollar Insurance** – Level life insurance death benefit of \$50,000 to \$250,000 depending on age at entry into the Plan.

